

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt.**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 5, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, County Administrator; Angi Zilliox, HR Specialist; Brian Field, Highway Commissioner; Harold Johnson, County Board Supervisor; Scott Smith, Chief Deputy; Dale Schmidt, Sheriff; Leann Schultz, Insurance and Benefits Coordinator.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Frohling to approve the minutes of the April 22, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt to approve the minutes. Motion carried.

Under the Salary Wage and Status Changes agenda item, Schmidt and Smith indicated that Christine Churchill was selected to fill the vacant Director of Communications position. They indicated that they are requesting that her wage be placed at step 5 of grade 10, \$31.43. They explained that she was acting Director while the previous Director was on an extended leave for training and that since this position has become vacant she has resumed the role as acting Director. Very little training will be required upon her promotion. Mielke indicated he was in support of this request.

Motion by Greshay to approve the request and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

The Committee reviewed the remainder of the Salary, Wage, and Status changes as presented.

RE-HIRE – UNION Stephen D. Allermann, Court Security Officer II, Sheriff's Department – Security Division, \$18.87, Pay Grade SSU02, Step 6M54, 04-13-15 RECLASSIFICATION – UNION Joseph N. Nicholas, Sergeant Patrol K9, Sheriff's Department – Patrol Division, \$30.09, Pay Grade SSU08, Step 5M42, 04-11-15 NEW HIRE Hannah R. Mueller, RN – Public Health, Human Services & Health Department, \$24.36, Pay Grade DC08, Step ST01, 04-27-15; Marlene O. Schwartz, Nutrition Site Manager, Human Services & Health Department, \$11.70, Pay Grade MSC15, Step 01<sup>ST</sup>, 04-21-15; Lori Werth, HS Supervisor-ADRC Aging Services, Human

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Services & Health Department, \$29.29, Pay Grade DC09, Step ST05, 4-29-15 LIMITED TERM/SEASONAL Evelyn Breutzmann, Park Attendant-Derge Park, Land Resources & Parks Department, \$11.33, Pay Grade MSC13, Step 01<sup>ST</sup>, 04-17-15; Kevin J. Breutzmann, Park Caretaker-Derge Park, Land Resources & Parks Department, \$11.34, Pay Grade MSC06, Step 03Y3, 04-17-15 RECLASSIFICATION Jason S. Alvarado Centerline Operator, Highway Department, \$17.14, Pay Grade DC04, Step ST02, 04-13-15; Chad W. Enright, Lieutenant Patrol, Sheriff's Department – Patrol Division, \$31.63, Pay Grade DC10, Step ST06, 04-11-15; Christine Churchill, Director of Communications/Support Services, Sheriff's Department – Communications, \$31.43, Pay Grade DC10, Step ST05, 05-4-15 STEP INCREASE Kelly S. Brandsma, Deputy Clerk of Courts, Clerk of Courts Department, \$19.52, Pay Grade DC04, Step S07B, 06-02-15; Kelly L. Lepple, Secretary Corporation Counsel, Corporation Counsel Department, \$22.27, Pay Grade DC06, Step ST04, 06-05-15; Michael R. Bernhard, County Patrolman, Highway Department, \$19.52, Pay Grade DC04, Step S07B, 06-11-15; Stephen L. Pett, Operations Superintendent, Highway Department, \$31.86, Pay Grade DC11, Step ST03, 05-25-15; Peter L. Thompson; Assistant Highway Commissioner, Highway Department, \$41.2, Pay Grade DC13, Step S09A, 06-09-15; Randall O. Woock, Utility II / Truck Driver, Highway Department, \$21.66, Pay Grade DC04, Step S12A, 05-28-15; Stacy L. Van Buren, Human Resources Assistant I, Human Resources Department, \$17.05, Pay Grade DC03, Step S07A, 06-19-15; Mary B. Aplin, Counselor III-Children w/Disabilities, Human Services & Health Department, \$28.20, Pay Grade DC07, Step S10B, 06-01-15; Joann E. Bodden, Economic Support Specialist II, Human Services & Health Department, \$20.18, Pay Grade DC05, Step ST04, 06-09-15; Heather M. Ehrlich, Aging and Disability Specialist II, Human Services & Health Department, \$21.10, Pay Grade DC06, Step ST02, 06-09-15; Karen A. Gonzalez, Social Worker I-CPS Investigator/Intake, Human Services & Health Department, \$21.73, Pay Grade DC06, Step ST03, 03-15-15; Sherryl M. Spreutels, Economic Support Specialist II, Human Services & Health Department, \$20.18, Pay Grade DC05, Step ST04, 06-16-15; Nicole S. Streblow, Help Desk Specialist, Information Technology Department, \$18.56, Pay Grade DC04, Step ST05, 05-10-15; John E. Bohonek, Conservation Engineering Technician, Land Conservation Department, \$27.25, Pay grade DC06, Step S13A, 06-23-15; Cheryl B. Frederick, Deputy Register of Deeds, Register of Deeds Department, \$18.52, Pay Grade DC03, Step S10B, 05-19-15; Cheryl J. Baker, Deputy Treasurer, Treasurer's Department, \$18.52 Pay Grade DC03, Step S10B, 05-31-15; Michael Bosak, Maintenance II, Physical Facilities Department, \$16.00, Pay Grade DC03, Step ST04, 05-12-15.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of this requisition.

One (1) Communications Sergeant, Sheriff's Department

Motion by Greshay to approve the Personnel Requisition as presented. Second by Duchac. Motion carried.

Field presented the Committee with a handout regarding the Personnel Requisition he submitted to fill two (2) Utility II/Truck Driver positions. He informed the Committee that these positions are unfunded in the current budget. He explained that in the recent years the Department of Transportation (DOT) decreased road maintenance funding and as a result, these positions went unfunded in the budget. He explained that the 2015 projected DOT funding will be increased dramatically and as a result, the County will be in need of filling these positions in order to provide the much needed road and bridge maintenance these funds cover. Field answered

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questions from the Committee. Johnson indicated that the Highway Commission is in full support of re-funding these positions. Field indicated that he would be attending the next Finance meeting to ask to transfer funds in order to reinstate these positions in the 2015 budget. Mielke indicated he is in support of approval of this requisition.

Two (2) Utility II/Truck Driver, Highway Department

Motion by Frohling to approve the Personnel Requisition as presented. Second by Schmidt. Motion carried.

Leave of Absence: Eske explained a leave of absence request for a county provided medical leave from an employee of the Human Services Department. Eske explained that this employee has not been employed with the County for at least one (1) year and therefore does not qualify for FMLA. Eske explained that the employee has medical support for the need to be off work for her own serious health condition.

Motion by Greshay to approve the leave of absence request as presented. Second by Frohling. Motion carried.

Eske informed the Committee that job description questionnaires (JDQ's) were completed for Land Use/Sanitation Specialist I and Land Use/Sanitation Specialist II. Eske explained that at the time the County was going through the wage study these positions were vacant and therefore were not included in the study. She explained that this is a position where there are progressions from level I, to II and then to Senior. She informed the Committee that Carlson Dettmann's recommendation is to place level I in grade 6 and level II in grade 7. She explained that this is consistent with similar positions that have progressions.

Motion by Schmidt to approve the recommendation as presented. Second by Duchac. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

The Committee reviewed the Orientation Period Reports as presented.

Rains indicated to the Committee that he had emailed each Committee member a copy of the revised health insurance survey with the high deductible plans removed from the compiled results. Rains stated that the Committee would need to take action if it decides to implement phase two (2) of the health insurance study, which would be result in an RFP from health insurance carriers. The Committee held a lengthy discussion regarding the survey results and whether to move forward with phase two (2) of the health insurance study. Rains, Mielke and Schultz answered questions from Committee members.

Motion by Duchac to ask Hayes Companies to draft a summary of the survey results for the next County Board meeting and to hold on going forward with phase two (2) until early 2016. Second by Schmidt. Motion carried.

Committee Member Reports: None.

**HR Director's Report:**


- a) Disciplinary Actions: Rains informed the Committee that an employee of the Sheriff's Department has been advised that the Sheriff is close to finalizing an investigation into unprofessional behavior, which may result in discipline.
- b) Grievances and Arbitrations: None.

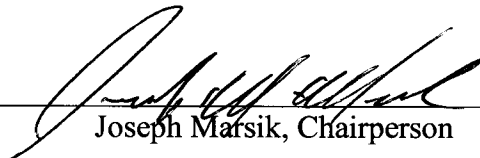
Future Agenda Items: Discussion regarding compression of wages between Sworn Union employees and Command Staff.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on Tuesday, May 19, 2015 at 9:00 a.m. and Tuesday, June 2, 2015 at 9:00 a.m.**, both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:30 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.